

GENERAL INFORMATION/POLICIES



The Fayette County Parks & Recreation Department prints a brochure for the following seasons: Winter/Summer/ Fall. This brochure is available at the Fayette Parks & Recreation Department office, Administration Complex, Fayette County Library, and area school offices. Visit the Fayette County Parks & Recreation Department web site at <http://www.fayettecountyga.gov> for up to date information regarding our facility, programs, and services.

FEES AND CANCELLATIONS

All fees are payable in advance. The Recreation Department does not accept telephone registrations. A person is considered registered when a check made payable to the Fayette County Parks & Recreation Department is accompanied by a registration form. Individuals must verify that their registration information has been received. Classes that do not attain the minimum enrollment will be cancelled two (2) days prior to the scheduled start.

NOTHING CAN KILL A PROGRAM QUICKER than everyone waiting until the last minute to register. If you would like to participate in a class or sport activity, please **REGISTER WELL IN ADVANCE** of the registration deadline. At some point we must determine if enrollment is sufficient to hold the activity. If minimums are not met, we will cancel that program/trip/event. Your cooperation will assist us in providing the best organization & administration of our programs.

WAIT LIST POLICY

Programs/trips are offered on a first come, first serve basis. Registration may be limited due to space limitations or instructor ratio. When a program/trip is full, you may be placed on a waiting list. Office staff will contact you if a space becomes available.

REFUNDS

Refunds will be given to participants, if requested in writing five working days prior to a class/program beginning. A **25% administration fee** will be charged for any written request. Classes that do not attain the minimum enrollment will not be charged an administration fee. Refunds will be given after a class/program begins only with a doctor's statement of the **participant's** incapacitating illness or injury. A written request for a refund must accompany the doctor's excuse within **five** working days of the start of the class.

NON-RESIDENT REGISTRATION

Recreation programs/trips are open to non-residents on a space available basis. Out of county fees will reflect a **50% surcharge** in addition to the printed fee.

PROGRAM INSTRUCTORS

We are always on the lookout for instructors to teach classes on new & exciting subjects. If you have a specialty you would like to share, please contact us at the number listed below.

AGE REQUIREMENTS

Each class/program has a minimum & maximum age requirement. The participant must meet this age requirement within the time frame of their class/program. Failure to adhere to the above policy will result in the loss of registration fee.

CONTACTS

Some of the programs listed in this brochure are administered by contracted individuals or clubs who use our county facilities. If a contact name and phone number is listed, please call the individual to sign up for that program or for more information.

RESERVATIONS

Reservations for our facilities are taken on a first come basis. To reserve a facility, you must apply in person at the Parks & Recreation Activities House located at 108 Old Senoia Road. For a fee schedule, check the facility reservation page located in the back of this brochure.

RECREATION SPOKESPERSON

Are you unsure of what the Parks & Recreation Department has to offer? Our staff is available to speak at your club or civic organization meeting where you can learn what programs we have to offer. For more information call our offices at the number below.

FAYETTE COUNTY PARKS & RECREATION MISSION STATEMENT

- To make visible & maintain quality park facilities & recreation programs that will meet the needs of our citizens regardless of age, sex, race, or national origin.
- To make visible the Fayette County Parks & Recreation Department.
- To identify & utilize human resources, physical resources, & professional development resources
- To provide the department with staff & equipment in three divisions: administration, athletics, & programs.